



RESIDENTIAL RENTAL PERMIT APPLICATION – RENEWAL

Use this application for renewal of existing Residential Rental Permit if there are no changes from previous year.

Please include with the application, the permit fee: \$25 per unit (made out to the City of Columbia) or a copy of any applicable City of Columbia Business Licenses to waive the fee.

Section 1 – Owner/Business Information: (check here if your address has changed)	
Name/Contact:	Company Name:
Physical Address:	City/State/Zip:
Telephone:	Email:
Signature	Date
Note: If Business is not located within 45 miles of the City of Columbia, a Local Agent must be designated below.	

Section 2 – Local Agent Information: (check here if same as owner) <input type="checkbox"/>	
Name/Contact:	Company Name:
Physical Address:	City/State/Zip:
Telephone:	Email:
Signature	Date
Note: Local Agent must be within 45 miles of the City of Columbia.	

Section 3 – Rental Checklist Affidavit (List Property Addresses on page 2.)

I, _____, certify under penalty of false statement, that the above information is correct and that information on file from the previous application is still current. I further certify that the properties I represent on file with this application meet the minimum safety standards as outlined in the City of Columbia’s **Residential Rental Unit Checklist** in which one has been provided to me and I have fully reviewed and understand. I also understand that by signing this section I am not required to submit an individual Residential Rental Unit Checklist for each of the units I represent.

Signed this _____ day of _____, 20_____.
 Signature _____ Title _____

Official Use Only	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Inspection Requested (yes) <input type="checkbox"/> Checklist Attached (yes) <input type="checkbox"/>
# of Units ___ X \$25/unit = \$ _____	Points \$ _____ Past Due \$ _____ Total \$ _____ Payment/Check # _____
Received by _____	Reviewed by _____

Revised 6/1/2017



Section 4 – Property Address(es) for which Permit is Requested:

Rental Unit Address	Owner, <i>If different from Business Owner</i>	Unit #	Parcel #	# of Occupants

Attach additional pages as necessary.